

Chapter 1.1

Management commitment

1. Applicability of this chapter

You are required to follow this chapter if you are a line manager at any level.

2. Description of Sub-element 1.1

JSC integrates authority and responsibility for employee safety and health into its overall management structure and employees shall be involved. This includes:

- a. **Policy.** Chapter 1.0 of this Handbook contains JSC's safety and health policy. Each employee and manager shall understand and practice this policy. This handbook outlines the requirements, processes, responsibilities, and measurements for each program element, as well as requirements for working safely. Employees need to understand the policies and requirements.
- b. **Goals and objectives.** JSC management shall set goals for the safety and health program and results-oriented objectives to meet those goals. The JSC Management Council sets goals and objectives for the Center. Each line organization is encouraged to set goals and objectives to improve safety and health in its organization. Employees need to understand the goals and objectives, the desired results, and the measures for meeting them.

3. Management committees for safety or health

JSC management has established two permanent, standing safety and health committees. JSC, line managers, or employees may form other permanent or temporary committees as needed. Committees shall meet the requirements in paragraphs 5, 6, and 7 of this chapter. Under 29 CFR 1960.36, federal agencies may certify their safety and health committees with the Secretary of Labor. NASA Headquarters chooses not to have the Secretary of Labor certify safety and health committees within NASA. JSC has the following committees:

- a. The ***Coordination Safety and Health Committee*** is composed of representatives of senior management and others, as needed, and supports the committee in managing JSC's Safety and Health Program.
- b. The ***Contractor Safety Forum*** reviews and resolves contractor safety issues, and provides inputs to JSC's safety and health program. The Contractor Safety Forum will work with the other JSC committees to investigate and resolve safety issues.
- c. ***Other safety or health committees***, either temporary or permanent, may be formed by management at any level of an organization.

Ad hoc safety or health committees are one way management can involve employees in safety and health. The person who forms a committee will decide who the members will be. Other safety or health committees may:

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1. Address safety or health issues.
2. Draft positions and recommendations on Center-wide issues and policies for the JSC Management Committee or other committees.
3. Develop work practices that are safe and healthful.
4. Develop and conduct safety and health training, awareness, or motivation activities.
5. Do safety and health inspections.

4. Implementing JSC's safety and health program in line organizations

As an organizational director or manager of a directorate-level office, you shall:

- a. Develop and document a process for implementing JSC's safety and health program in your directorate or office. You may tailor the process to the program elements and requirements that apply to your directorate. You may implement the program through safety and health committees, staff meetings, or any other effective means of meeting the requirements below.
- b. Your process shall, as a minimum:
 1. Provide insight into the safety and health of your directorate or office employees.
 2. Provide for communication of safety and health information among working-level employees, top management, and all other levels of management.
 3. Make sure that all program elements and requirements that apply to your directorate or office are addressed and followed, and maintained.
 4. Make sure significant issues and accomplishments of your directorate or office safety and health activities are forwarded to the Coordination Safety and Health Committee.
 5. Monitor directorate or office safety and health performance and effectiveness of all program elements that apply to your directorate or office.
 6. Keep records that show your process is effective, such as committee or staff minutes and required program documentation.

5. Membership in safety or health committees

Committee members may be elected by employees, be appointed by management, or volunteer. In addition to the members listed in paragraphs 3 and 4 of this chapter, division, branch, work area, and other committees shall include the following as needed:

- a. Union representatives
- b. Contractor safety and health representatives
- c. Safety and health personnel

- d. Technical advisors who have the special expertise that a committee needs
- e. Managers or employees from other JSC organizations

6. Length of service for members of safety or health committees

The time a member serves depends on the kind of committee. Follow these rules:

- a. For permanent committees, such as division, branch, or work area committees, members serve for at least 1 year. Replace only a few members at one time to maintain the committee's knowledge and experience.
- b. For temporary committees, such as an ad hoc committee addressing a specific safety problem, members serve until the committee finishes its work.

7. Functions of a safety or health committee

A safety or health committee shall:

- a. Take care of the following administrative duties:
 - 1. Meet at least monthly if it is a permanent committee.
 - 2. Meet as often as necessary to complete its work if it is a temporary committee.
 - 3. Record and send out minutes to members, higher management, attendees, and others such as those who have action items. Keep meeting minutes in a file.
- b. Address issues by:
 - 1. Keeping the discussion on safety or health issues. Don't dismiss an issue because it at first seems unrelated to safety or health.
 - 2. Considering each suggestion or proposal carefully, no matter how trivial it may seem. Allow enough time to fully consider each item. Keep the discussion on the agenda, and end the meeting when the agenda is covered.
 - 3. Assigning action items for issues the committee can't resolve during a meeting.
 - 4. Sending issues the committee can't resolve at its level to higher management. Work issues at the lowest possible level of management.
- c. Keep a log of all action items to include:
 - 1. What the committee decided about each item.
 - 2. Who is responsible for each item. Contact those who don't respond on time.
 - 3. When the committee should get progress reports.
 - 4. When the final action is due and, if delayed, why.
- d. Close out an action item only when the committee reaches a final decision and action is taken to complete it.

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- e. Consider only those matters that a manager can't or wouldn't take action to resolve. In these cases, the committee chairperson or representative will tell the manager what action the committee voted to take.
- f. Respond to anyone who makes a suggestion or raises an issue to the committee in writing about the status or outcome of the suggestion or issue.

8. For more information on safety or health committees

You can find more information on safety or health committees and councils in these documents:

- a. 29 CFR 1960, subpart F, "Occupational Safety and Health Committees"
- b. 29 CFR 1960, subpart K, "Field Federal Safety and Health Councils"
- c. JPR 1107.1, "The JSC Organizations"

9. Responsibilities

As a line manager, you are responsible for:

- a. Forming safety or health committees as necessary.
- b. Chairing safety or health committees as needed.
- c. Encouraging your employees to be involved in safety or health committees as members or chairpersons.

10. Safety and health records

The following records document management commitment:

- a. Center-level records:
 - 1. Minutes of the JSC Management Council, Coordination Safety and Health Committee and Contractor Safety Forum. Note: These records shall be made available to NASA Headquarters, Office of Safety and Mission Assurance.
 - 2. Documentation to support completion of tasks assigned by the JSC Management Council, Coordination Safety and Health Committee, or Contractor Safety Forum.
 - 3. Documentation on setting and completing center goals.
- b. Directorate-level records include documentation to support the process in paragraph 4 above. Examples include Safety Committee (if held) or staff meeting minutes showing safety and health topics, safety and health communications, documentation to support completion of safety and health tasks, and documentation on setting and achieving directorate safety and health goals.

11. Measurement

JSC measures management commitment by progress on meeting goals within the prescribed timeframes and metrics related to specific goals.